



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

JUN 21 2024

DIVISION MEMORANDUM

No. 378, s. 2024

SERVICE CREDITS/CERTIFICATE OF OVERTIME CREDITS

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
Public Schools District Supervisors / CLD
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. It has been observed that there are requests for issuance of Special Order for service credits and Certificate of Overtime Credits for activities held years ago. This practice if allowed to continue have a detrimental effect on the objective of this office of having an accurate and updated records of leave credits of personnel.
2. In view thereof, effective **August 1, 2024**, this office will no longer accept request for issuance of Special Order for service credits and Certificate of Overtime Credits for activities held prior to year 2024.
3. All program Handler and School Administrative Officer II are advised to check if there are still activities conducted prior to year 2024 that were not granted service credits or Certificate of Overtime Credits and take action immediately.
4. Immediate dissemination of this Memorandum is desired.
5. For Compliance.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

No of Pages including this Document: 1

Enclosure : As stated,

Reference : As stated

Allotment : N/A

Incl.: As stated

ADMIN/HABDON 6/20/24



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